

State Office Building Door Groups (Revenue)

NOTE:

- Due to badging system restrictions an employee is limited to one facility access group.
- Facility access outside the **General Core Hours** will be limited to the Main Entrance door (Clinton Street) for authorized users. (**Core Hours are 6:30am to 7:00pm employees will be required to use their badge to gain access during the hours between 6:30am-7:30am and 5:00pm to 7:00pm).**
- **The Main Entrance Door (Clinton Street) of the State Office Building will be open to the public between 7:30am and 5:00pm.**

General Core Hours Group:

- **General Core Hours** The badging system to SOB will automatically allow 6:30am – 7:00pm, Monday through Friday access to the **basement (ground floor) exterior, 1st, 4th, 7th through 11th floor doors and 2nd floor CTS area.** This group does not allow access to any SOB 1st, 2nd and 3rd floor Personnel Doors, Basement Interior, 5th and 6th floor or 100 Fair Oaks Central Files.

CTS Groups:

- **CTS Core** General Core Hours 6:30 am -7:00 pm, Monday through Friday to basement (ground floor) exterior doors, 1st & 2nd floor CTS area doors.
- **CTS 24/7** Twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 1st & 2nd floor CTS area doors.

4th Floor Groups:

- **4 - 24/7** General Core Hours plus twenty four hour – seven days a week access to Main Entrance door (Clinton Street) & 4th floor doors.
- **4 -CTS- 24/7** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 4th floor doors and 2nd floor CTS area.
- **4 -CTS- 24/7- 6 Non paper** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 4th floor doors, 2nd floor CTS area plus 6th floor core Non Paper (7:00am-5:00 pm). **Approval of Revenue Disclosure Officer Required**

5th Floor, Basement and Central File Room Groups (Restricted):

- **5-Basemt** General Core Hours plus core hours access to all basement doors and core hours to the 5th floor. **Restricted** (Division of Operations employees only)
- **5-Basement Sat** General Core Hours plus Saturday 6:30am-7:00pm access to 5th floor doors and Main Door on 1st floor.. **Restricted (Division of Operations employees only)**
- **5-Basemt-Files** General Core Hours plus core hours access to the all basement, 5th floor of SOB and core hours to the 100 FO Central Files. **Restricted** (Central Files Employees)

- **5 - Basemt - 24/7** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street) & 5th floor doors. **Restricted** (Division of Operations Employees)
- **5 - Basemt - 24/7-6 Non Paper** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street) & 5th floor doors plus 6th floor Non Paper (7:00am-5:00 pm). (Division of Operations Employees) - **Approval of Revenue Disclosure Officer Required**
- **5 - Basemt - 24/7-Files** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street) & 5th floor doors plus core hours to 100 Fair Oaks Central File Room (6:30am – 7:00pm). **Restricted** (Division of Operations Employees)
- **5 - Basemt –CTS- 24/7** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 5th floor doors & 2nd floor CTS area. **Restricted** (Division of Operations Employees)
- **5 - Basemt – CTS-24/7-6 Non Paper** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 5th floor doors & 2nd floor CTS area plus 6th floor Non Paper (7:00am-5:00 pm). (Division of Operations Employees) **Approval of Revenue Disclosure Officer Required**

6th Floor Groups:

- **6 – Non Paper** General Core Hours plus 6th floor core Non Paper (6:30am-7:00 pm). **Approval of Revenue Disclosure Officer Required**
- **6 -All** General Core Hours plus 6th floor core Paper and Non Paper (6:30am-7:00 pm). **Approval of Revenue Disclosure Officer Required**
- **6-All Core-CTS-24/7** General Core Hours, 6th floor core Paper and Non Paper (6:30am-7:00 pm) plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street) & 2nd floor CTS area. **Approval of Revenue Disclosure Officer Required**
- **6 - 24/7 - Non Paper** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street) & 6th floor Non Paper. **Approval of Revenue Disclosure Officer Required**
- **6 - 24/7 - All** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street) & 6th floor Paper and Non Paper. **Approval of Revenue Disclosure Officer Required**
- **6 – CTS-24/7 - Non Paper** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 6th floor Non Paper & 2nd floor CTS area. **Approval of Revenue Disclosure Officer Required**

7th Floor Groups:

- **7-24/7** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street) & 7th floor.
- **7-24/7-6th All Core** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 7th floor plus core hours access to 6th. floor Paper and Non Paper. **Approval of Revenue Disclosure Officer Required**

- **7 - 6-24/7-Non Paper** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 7th floor and 6th floor Non Paper. **Approval of Revenue Disclosure Officer Required**
- **7 - 6-24/7-All** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 7th floor and 6th floor Paper and Non Paper. **Approval of Revenue Disclosure Officer Required**
- **7-CTS-24/7** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 7th floor & 2nd floor CTS area.
- **7-CTS-24/7-6 All Core** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 7th floor, 2nd floor CTS area, plus 6th floor Paper and Non Paper(7:00AM-5:00PM) . **Approval of Revenue Disclosure Officer Required**
- **7 - 6-CTS-24/7-Non Paper** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 7th floor, 6th floor Non Paper & 2nd floor CTS area. **Approval of Revenue Disclosure Officer Required**
- **7 - 6-CTS-24/7-All** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 7th floor, 6th floor Paper and Non Paper & 2nd floor CTS area. **Approval of Revenue Disclosure Officer Required**

8th and 9th Floor Groups:

- **8 - 24/7** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street) & 8th floor.
- **9 - 24/7** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street) & 9th floor.
- **8 - 9 - 24/7** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 8th and 9th floor.
- **8 - 9 - 24/7 - 6 Non Paper** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 8th and 9th floor plus 6th floor Non Paper (7:00am-5:00 pm). **Approval of Revenue Disclosure Officer Required**
- **8 - 9 - 24/7 - 6 All** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 8th and 9th floor plus 6th floor Paper and Non Paper (7:00am-5:00 pm).(Bank Levy) **Approval of Revenue Disclosure Officer Required**
- **8 - 9 –CTS- 24/7** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 8th, 9th floor & 2nd floor CTS area.
- **8 - 9 –CTS- 24/7 - 6 Non Paper** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 8th , 9th floor & 2nd floor CTS area plus 6th floor Non Paper (7:00am-5:00 pm). **Approval of Revenue Disclosure Officer Required**
- **8 - 9 – CTS-24/7- 6 All** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 8th , 9th floor & 2nd floor CTS area plus 6th floor Paper and Non Paper (7:00am-5:00 pm). **Approval of Revenue Disclosure Officer Required**

10th Floor Groups:

- **10 - 24/7** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street) & 10th floor.
- **10 - 24/7 - 6 Non Paper** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 10th floor plus 6th floor Non Paper (7:00am-5:00 pm). **Approval of Revenue Disclosure Officer Required**
- **10 –CTS- 24/7** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 10th floor & 2nd floor CTS area.
- **10 –CTS- 24/7 - 6 Non Paper** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 10th floor & 2nd floor CTS area plus 6th floor Non Paper (7:00am-5:00 pm). **Approval of Revenue Disclosure Officer Required**

11th Floor Groups:

- **11 - 24/7** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street) & 11th floor.
- **11 - Process-24/7 - Central Files** General Core Hours plus twenty four hour-seven days a week access to the Main Entrance door (Clinton Street), the 11th floor, basement, 5th floor and restricted access to 100 Fair Oaks Central Files(6:30am-7:00pm). **Restricted**
- **11 - 24/7 - 6 Non Paper** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 11th floor plus 6th floor Non Paper (7:00am-5:00 pm). **Approval of Revenue Disclosure Officer Required**
- **11 - 24/7 - 6 All** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 11th floor plus 6th floor Paper and Non Paper (7:00am-5:00 pm). **Approval of Revenue Disclosure Officer Required**
- **11 –CTS- 24/7** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 11th floor & 2nd floor CTS area.
- **11 - Process-CTS-24/7 - Central Files** General Core Hours plus twenty four hour-seven days a week access to the Main Entrance door (Clinton Street), the 11th floor, basement, 5th floor, 2nd floor CTS area and restricted access to 100 Fair Oaks Central Files(6:30am-7:00pm). **Restricted**
- **11 –CTS- 24/7 - 6 Non Paper** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 11th floor, 2nd floor CTS area plus 6th floor Non Paper (7:00am-5:00 pm). **Approval of Revenue Disclosure Officer Required**
- **11 –CTS- 24/7 - 6 All** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), 11th floor, 2nd floor CTS area plus 6th floor Paper and Non Paper (7:00am-5:00 pm). **Approval of Revenue Disclosure Officer Required**

Special Groups

- **Support Svcs** Restricted access to all floors and 100 Fair Oaks Files 6:30am-7:00pm except 6th floor 7:00am-5:00pm. **Approval of Revenue Disclosure Officer Required**

- **COT Desktop Sup** General Core Hours plus twenty four hour – seven days a week access to the Main Entrance door (Clinton Street), all Revenue floors plus 100 Fair Oaks File Room. **Approval of Revenue Disclosure Officer Required**
- **24/7 SOB & Files** General Core Hours plus twenty four hour-seven days a week access to the Main Entrance door (Clinton Street), all floors and File Room (Security Office, Fire Department, Finance Facilities, Maintenance & Police). **Approval of Revenue Disclosure Officer Required**
- **Snack Vendor** Restricted access 7:30 am-4:30pm to exterior doors and elevators on 6th floor. Freight elevators excluded in this access. **Approval of Revenue Disclosure Officer Required**
- **Vendor** Restricted access 7:30am-4:30pm to all floors including freight elevators (Cardinal, Duplicator, Highbridge, Orkin, Xerox, Recycle). Badge drop at Guard Station. **Approval of Revenue Disclosure Officer Required**
- **Maintenance** Restricted access to all floors plus 100 Fair Oaks File Room 7:30am-5:00pm Monday through Friday (Wiring Contractor-Fayette Tech, COT Wiring).
- **Restricted Janitors** Access to all Revenue floors restricted to 6:30am-10:00pm except 6th floor Federal (7:00am-5:00pm). **Approval of Revenue Disclosure Officer Required**
- **Janitor All** Access to all Revenue plus Personnel floors 6:30am-10:00pm. **Approval of Revenue Disclosure Officer Required**
- **Files Temp Employee** General Core Hours access to 100 Fair Oaks File Room. **Restricted**
- **PVA's** General Core Hours access to the 4th floor doors and Exterior Doors.
- **Mail Services** Restricted access to all Revenue & Personnel floors including freight elevators 7:00am-5:00pm. **Approval of Revenue Disclosure Officer Required**
- **Maintenance 100 Fair Oaks** Twenty four hour-seven days a week access to the 100 Fair Oaks Files Room area.